

MAINTENANCE AND SERVICE OCCUPATIONAL TRAINEE (MSOT)

NATURE OF THE JOB

Individuals who are employed as Maintenance and Service Occupational Trainees (MSOT's) are assigned to assist Utility Craftworkers with maintenance and repair work on flood control or State Water Project facilities and learn to operate and maintain construction and maintenance vehicles and equipment.

Employment in this classification is temporary (up to 9 months duration) and is used to evaluate the employee's ability and whether or not they are likely to succeed in meeting the work and learning demands required in the next higher "Service Assistant" and Utility Craftworker Apprentice classifications.

The attached training outline for MSOT shows the subject areas that employees will be expected to train in and demonstrate their ability to learn and carry out responsible work assignments.

MAINTENANCE AND SERVICE OCCUPATIONAL TRAINEE

TRAINING GUIDE

WORK GROUP ROTATION

I. Aqueduct/Levee Maintenance – 2 months

Orientation

- A. DWR work rules and safety procedures
- B. Purpose and theory of maintenance
 - 1. The maintenance concept: preventative vs. corrective
 - 2. Flood Control: Summarize tasks – Wintertime jobs
- C. Work Location and Characteristics
 - 1. Jurisdiction limits of Field Division/Flood Maintenance Yard
 - 2. Major features: Aqueduct, River – Flood Channels, Lakes, Reservoirs, Dams, Bridges, Pumping/Power plants, Roadways, Levees
 - 3. Explanation of other Field Divisions/Maintenance Yards – geography and terrain

Work with Field Crews

- A. Fence and Gates – Adjust, repair, replace
- B. Roadways and Bridges – Patch, rock, oil, grade
- C. Levees
- D. Tumbleweed and Debris control – Pile, burn, clean-out
- E. Sandblast and paint – radial gates and bridge structures
- F. Signs, delineators, guardrails and posts
- G. Herbicide application crew – regulations, operating constraints
- H. Encroachments

Rotate to Next Assignment

MSOT TRAINING GUIDE (Cont)

II. **Building and Ground Maintenance – 2 months**

Orientation

- A. Jobs in this work category
 - 1. Maintenance practices
- B. Types of work on
 - 1. Buildings and Grounds
 - 2. Pumping and Power
 - 3. Aqueduct Buildings

Work with Field Crews

- A. Use of Hand and Small Power Tools
- B. Yard Crew – Warehouse and Supply
- C. Custodial Services
- D. Minor Building Maintenance
- E. Maintenance Mechanic Helper – P.M. on Aqueduct Buildings
- F. Carpenter Shop
- G. Paint Shop
- H. Welding Shop
- I. Groundskeeper
- J. Other

Rotate to Next Assignment

MSOT TRAINING GUIDE (Cont)

III. Vehicle and Equipment Operation and Maintenance – 1 month

Orientation

- A. Equipment Familiarization
- B. Mobile Equipment Pool
 - 1. Repairs – Shops
 - 2. Rental Concept
- C. Paperwork
 - 1. Mileage Logs
 - 2. Accident Reports
 - 3. Gas and Oil Disbursement Sheets
 - 4. Monthly Safety Check
 - 5. Repair Procedure

Work with Field Crews

- A. Lube, Service and Wash
- B. Minor P.M. on Equipment
- C. Vehicle Shuttle
- D. Operation of Light Equipment
 - 1. Wheel Tractor-Loader
 - 2. Trucks, $\frac{3}{4}$, 1-1/2, 4 Cylinder Dump
 - 3. Forklift
 - 4. Sweeper
 - 5. Small Spray Rig
 - 6. Pumps and Generators
 - 7. Chain Saw, Miscellaneous
 - 8. Other

Assignment to Work Group